



10/12/2023
12:33pm

RNPA PROPOSAL 57, October 12, 2023

APPENDIX D

Sexual Assault Forensic Exam (SAFE) Nurses

Section 1.1 Introduction and Background

California Penal Code § 13823.9(b) requires that each county with a population of more than 100,000 have, present in a hospital or on call, professional personnel trained in the examination of victims of sexual assault.

The Sexual Assault Forensic Exam (SAFE) Program is part of Santa Clara County's interagency Sexual Assault Response Team (SART) Committee.

In Santa Clara County, SCVH operates the SAFE Program to perform medical forensic examinations for victims of sexual assault and/or domestic battery.

Section 2.1 Core Shifts

A. The Adult/Adolescent SAFE Program's core shift schedule divides each day into three (3) eight-hour shifts to provide twenty-four (24) hour staffing for acute forensic medical exams for victims of sexual assault and/or domestic violence:

DAY SHIFT	0800 to 1630
EVENING SHIFT	1600 to 0030
NIGHT SHIFT	0000 to 0830

- B. Core shifts are to be fulfilled by coded staff to meet FTE code requirements and maintain the 24/7/365 in person availability during the designated shifts.
- C. Any SAFE examiner scheduled in Core shifts will be expected to be on site to maintain the 24/7/365 in person availability during the designated shifts.
- D. Core shifts, in an on-site assignment, will stop taking cases two (2) hours prior to the end of their shift. If a case comes in within two (2) hours of the end of the Core Shift, it shall be assigned to the most appropriate examiner on call within that shift based on the patient's needs.



E. In-person fulfillment outside of code requirements must be agreed upon by staff.

Section 3.1 On-Call Shifts

DAY SHIFT	0800 to 1600
EVENING SHIFT	1600 to 0000
NIGHT SHIFT	0000 to 0800

B. On-call shifts are remote assignments.

C. Response time shall be within one (1) hour.

F. Nurses shall remain available for the entirety of the on-call shift.

G. The location of the on-call examiner and time of day may be factors in the decision of who is called next for a case. Example: It is Friday, PM shift with long commute times. Nurse A is next up on-call, but is in Palo Alto and the case is in Gilroy. Nurse B is also on call and happens to be in Gilroy and is immediately available to respond.

Section 4.1 Back-Up Duty (BUD)

A. BUD Responsibilities

- (1) Must be available by phone during allotted shift.
- (2) Must respond with fifteen (15) minutes of a call.
- (3) Must have appropriate knowledge of response locations, exam types, and all policies and procedures.

B. Case Assignment

- (1) The BUD shall maintain their skills, qualifications, and currency in order to support staffing and patient needs, to include but not limited to direct patient care, responding to subpoenas, and court appearances.
- (2) The BUD shall be compensated in accordance with Section 6.1, Compensation.

Section 5.1 Compensation

A. **Salaries.** Salaries are set forth in Appendix A, Salaries.



B. **SAFE On-Call Pay.** SAFE on-call is defined as the requirement to remain immediately available to report for duty to perform an essential service.

1. For each on-call hour worked, SAFE nurses will receive one-half their base rate of pay.
2. If a SAFE nurse is called in to do a SAFE exam while on call, they will receive one-and-one half (1.5) their base rate of pay for a minimum of four (4) hours. This pay will be simultaneous with on-call pay, which will effectively double the base rate of pay for each hour worked conducting an exam.

Section 6.1 Scheduling

A. **Shift Selection Determined by Seniority.** For purposes of shift selection, seniority is defined as the total length of continuous employment in a coded classification from the first date of hire within the bargaining unit, as set forth in Section 5.

B. **Preference for Unfilled Core and On-Call Shifts.** Nurses in part-time codes will be given preference over per diem and extra help nurses for available unfilled shifts in their work unit.

C. **Additional Shift Work.** Additional shift work within a unit shall be distributed as equally as practicable, in the following sequence, provided it does not result in overtime compensation, or weekend off provision penalty pay, unless preapproved by management:

1. Part-time coded nurses
2. Per diem nurses

D. **Schedule Posting**

Two (2) SAFE schedules will be posted monthly. One (1) for response in Santa Clara County, and one (1) for response in Santa Cruz County.

1. INITIAL SCHEDULE RELEASE



- (a) Each schedule will be released for the second month ahead of staff meeting month (August schedule released at June staff meeting; September schedule released at July staff meeting).
 - (b) Coded staff shall provide their scheduled availability twenty-four (24) hours prior to initial schedule release.
- 2. **INITIAL REQUEST PERIOD** - the initial request period closes on the 25th of EACH MONTH. ALL availability MUST be submitted by SAFE examiners by 11:59pm on the 24th of each month.
- 3. **DRAFT SCHEDULE RELEASE** - schedulers will complete the DRAFT schedule and POST by 11:59pm on the last day of each month, unless otherwise noted.
- 4. **DRAFT REQUEST PERIOD**
 - (a) applies to additional requests or changes in the draft schedule, to include but not limited to, PTO requests, shift changes, trades, and/or open shifts. Requests must be made by SAFE examiners between the 1st - 7th of each month. Schedulers will update the draft schedule and forward for approval.
 - (b) During the draft schedule request period, SAFE nurses may pick up four (4) hours of call immediately before or after a core or on-call shift, provided the adjacent 8-hour shift is not scheduled at another location.
- 5. **FINAL SCHEDULE RELEASE**
 - (a) Nurse Manager will approve and post the final schedule for release on the 7th of each month.
 - (b) The Santa Clara County SAFE calendar will be distributed to the Nursing Office by 1000 on Monday of each week.
- 6. **Schedule Changes after Final Schedule Posted.**
 - (a) Adjustments to the final schedule will be confirmed in a timely manner, within twenty-four (24) hours or less, to address the staffing need.



- (b) It is each nurse's responsibility to communicate any changes in their on-call status.
- (c) Notify the Nursing Office or Hospital Operator if a change has been made to the on-call schedule due to illness.
- (d) Make sure the change is communicated to your department.
- (e) Nurses shall be granted electronic access to view current schedule.

